

Helpful hints  
for interacting

online



Whether you're using Zoom, Google Hangouts, Teams, Vsee or any other app or platform, these hints should help you get the most of engaging in online activity.



[www.musicalkeys.co.uk](http://www.musicalkeys.co.uk)

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If you have any trouble with any of these hints just drop us an email at [info@musicalkeys.co.uk](mailto:info@musicalkeys.co.uk) - we'll be very happy to help.



### 1. Raise webcam to eye level

Position yourself naturally with the camera at eye level as if you were talking face to face. Avoid straining necks or staring up at someone's nose!

### 2. Use a good microphone

Being heard is crucial, especially if you have communication difficulties. If you have a pair of MK issued headphones then they have a microphone inbuilt

### 3. Use headphones

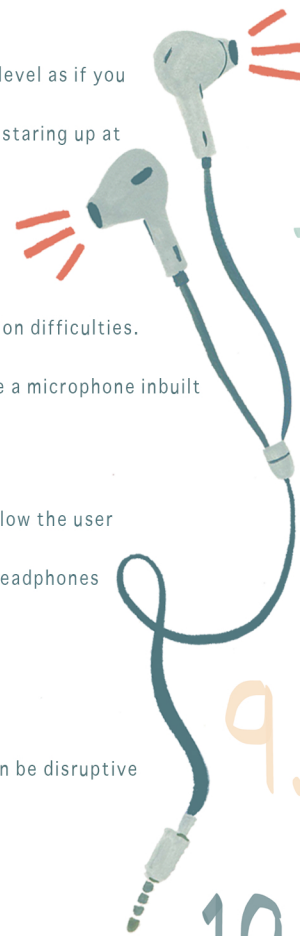
Headphones prevent any chance of audio feedback and allow the user much more focus. If you haven't got a pair of MK issued headphones then even the cheapest pair from eBay will help

### 4. Turn off notifications

As well as taking up precious bandwidth, notifications can be disruptive and intrusive

### 5. Find a place without distractions

Siblings, TVs, radios, toys etc are all very good at diverting attention. Try placing the computer positioned in front of a plain background like a neutral wall



### 6. Create good lighting

Maintaining eye contact or any sort of engagement can be tricky online, it's much more likely to happen if you can see one another clearly

### 7. Download the app in preference to the browser version

Apps have many more features allowing you more control over its use, so your preferences can be set to match your exact needs



### 8. Manually adjust input and output volumes in settings

Small adjustments like decreasing the mic level could prevent feedback or increasing the headphone level could really improve the listening experience



### 9. Use Closed Captioning (subtitles)

Within the meeting window press the 'CC' button and you will be presented with live subtitles. They're not always hugely accurate but can be really helpful

### 10. Make the most of Accessibility settings

these settings differ from app to app but generally you'll be able to increase the size of the Closed Captioning or change the size of the chat window for example.

